

National Institutes of Health  
**Contractor Performance Report**  
Standard Evaluation

**Contract Data**

<b>Evaluation Type:</b> Interim <input type="checkbox"/> Final <input type="checkbox"/> (check one)			
<b>Evaluating Organization:</b>		<b>Reporting Period:</b> From _____ to _____	
<b>Contracting Office:</b>		<b>Contract Number:</b>	<b>Order Number:</b>
<b>Contractor Name:</b>		<b>Contractor Address:</b>	
<b>DUNS:</b>		<b>City:</b>	<b>State:</b>
<b>Additional or Alternate Contractor Name:</b>		<b>Zip/Postal Code:</b>	<b>Country:</b>
<b>TIN:</b>	<b>Industrial Code (NAICS):</b>	<b>Commodity Code:</b>	<b>Contract Type:</b>
<b>Contract Award Date:</b>		<b>Contract Expiration Date:</b>	<b>Contract Value:</b>
<b>Requirement Description:</b>			

**Ratings**

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached *Rating Guidelines*).

**Quality of Product or Service**

_0=Unsatisfactory	_1=Poor	_2=Fair	_3=Good	_4=Excellent	_5=Outstanding
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Government Comments for Quality of Product or Service (2000 characters maximum):

**Cost Control (Rating and Comments for Cost Control are not required if contract type is Fixed-Price)**

_0=Unsatisfactory	_1=Poor	_2=Fair	_3=Good	_4=Excellent	_5=Outstanding
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Government Comments for Cost Control (2000 characters maximum):

**Timeliness of Performance**

_0=Unsatisfactory	_1=Poor	_2=Fair	_3=Good	_4=Excellent	_5=Outstanding
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Government Comments for Timeliness of Performance (2000 characters maximum):

**Business Relations**

<b>0=Unsatisfactory</b>	<b>1=Poor</b>	<b>2=Fair</b>	<b>3=Good</b>	<b>4=Excellent</b>	<b>5=Outstanding</b>
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Government Comments for Business Relations (2000 characters maximum):

## Additional Info

**Subcontracts**

Are subcontracts involved? ☐ Yes ☐ No (*Check one*)

Government Comment on subcontracts (2000 characters maximum):

**Contractor Key Personnel**

Contractor Manager/Principal Investigator (*name*):

Government Comment on Contractor Manager/Principal Investigator (2000 characters maximum):

Contractor Key Person (*name*):

Government Comment on Contractor Key Person (2000 characters maximum):

Contractor Key Person (*name*):

Government Comment on Contractor Key Person (2000 characters maximum):

**Small Business Subcontracting Plan**

Did the contractor make a good faith effort to comply with its subcontracting plan consistent with the goals and objectives, reporting and other aspects of the plan? ☐ Yes ☐ No ☐ N/A (*Check one*)

If this is a bundled contract, did the contractor meet the goals and objectives for small business participation?

☐\_Yes ☐\_No ☐\_N/A (*Check one*)

Government Comments on Small Business Subcontracting Plan (2000 characters maximum):

### Small Disadvantaged Business Goals

Did the contractor make a good faith effort to comply with its subcontracting plan consistent with the goals and objectives, for small disadvantaged business (SDB) participation, monetary targets for SDB participation, and required notifications? ☐\_Yes ☐\_No ☐\_N/A (*Check one*)

Government Comments on Small Disadvantaged Business Goals (2000 characters maximum):

### Customer Satisfaction

Is/was the contractor committed to customer satisfaction? ☐\_Yes ☐\_No (*Check one*)

Would you recommend the selection of this firm again? ☐\_Yes ☐\_No (*Check one*) – FINAL REPORT ONLY

Government Comments on Customer Satisfaction (2000 characters maximum):

## Admin Info

**Project Officer/COTR**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Contractor Representative**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Alternate Contractor Representative** (*Required to insure that at least one person is notified of evaluation*)

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

**Contracting Officer:**

**Name:**

**Phone:**

**Fax:**

**E-mail Address:**

## **Contractor Comments**

### **Quality of Product of Service**

☐ Contractor has elected not to comment

**Contractor Comments for Quality of Product of Service (2000 characters maximum):**

### **Cost Control**

☐ Contractor has elected not to comment

**Contractor Comments for Quality of Product of Service (2000 characters maximum):**

### **Timeliness of Performance**

☐ Contractor has elected not to comment

**Contractor Comments for Timeliness of Performance (2000 characters maximum):**

### **Business Relations**

☐ Contractor has elected not to comment

**Contractor Comments for Business Relations (2000 characters maximum):**

### **Overall Comment**

☐ Contractor has elected not to comment

**Contractor Comments for Quality of Product of Service (2000 characters maximum):**

## **Rating Guidelines**

### **Quality of Product or Service**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

Unsatisfactory	Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.
Poor	Overall compliance requires significant Agency resources to ensure achievement of contract requirements.
Fair	Overall compliance requires minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.
Excellent	There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.
Outstanding	The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

### **Cost Control**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

Unsatisfactory	Ability to manage cost issues is jeopardizing performance of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, this level of ability to manage cost issues constitutes a significant impediment in consideration for future awards.
Poor	Ability to manage cost issues requires significant Agency resources to ensure achievement of contract requirements.
Fair	Ability to control cost issues requires minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or very minimal, cost management issues and the Contractor has met the contract requirements.
Excellent	There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Excellent".

## **Timeliness of Performance**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

Unsatisfactory	Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.
Poor	Delays require significant Agency resources to ensure achievement of contract requirements.
Fair	Delays require minor Agency resources to ensure achievement of contract requirements.
Good	There are no, or minimal, delays that impact achievement of contract requirements.
Excellent	There are no delays and the contractor has exceeded the agreed upon time schedule.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

## **Business Relations**

**0 = Unsatisfactory 1 = Poor 2 = Fair 3 = Good 4 = Excellent 5 = Outstanding**

Unsatisfactory	Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.
Poor	Response to inquiries and/or technical, service, administrative issues is marginally effective.
Fair	Response to inquiries and/or technical, service, administrative issues is somewhat effective.
Good	Response to inquiries and/or technical, service, administrative issues is consistently effective.
Excellent	Response to inquiries and/or technical, service, administrative issues exceeds Government expectation.
Outstanding	The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".